Meeting 2/22/13

Present: Ms. Dicks, Ms. Dunn, Ms. Sharpe, Mrs. Vines-Gray, and Mrs. Pearce

RE: To discuss concerns from TA’s mid-year evaluation with teachers.

**TA’s Concerns:**

* Does not understand why teachers marked her on needs improvement for reports in a timely manner.
* Feels like she is not being utilized in the classroom. Many days she feels like the teachers have nothing for her to do, more in some classes than others.
* Concerned about communication between all teachers on grade level and communication with her teachers she works with.
* Concerned about rating on working with individualized groups.
* Does not understand rating for “assists in implementing planned program”.

**Teacher Concerns:**

* Teachers shared some examples for each of the rating for needs improvements.
* Feel like there is often times they are not sure where TA is when TA is suppose to be in their room.
* Sometimes TA does not implement a “plan” activity the way suppose to because she may not have been clear on directions, but did not let teacher know she did not know what to do until after the activity time was up.
* Teachers feel TA has not taken the initiative to ask to work with groups or do something if they have not assigned. They realize they need to do a better job of assigning groups or having tasks prepared, but TA should take some initiative as well.
* Teachers feel TA takes longer to than expected to run errands or complete certain tasks. For example, when the TA pulls her tutoring groups and picks up snacks, she may be gone for an hour.

**Discussions and Solutions:**

* There was a conversation around an incident in which the TA answered her phone and stayed out of the room for 15 minutes. The TA expressed that she does keep her phone on vibrate because of her family and some needs of certain family members. The TA also stated that she will cover the class if one of teachers had to step out.
  + Mrs. Pearce let the whole group know that the expectation was that no one uses their cell phones during the day. They need to give the school number to their family members. If there is an emergency the family members can call the office and the office would contact them.
  + If there is an unusual circumstance and you need your phone that day, it is important to communicate it with each other and let the other person know what is going on so they know where you are.
* There were some issues about what time TA should be reporting to classes. A new schedule was created

7:50 TA arrives on bus

7:50-8:00/8:05 TA sweeps bus

8:00/8:05 TA takes Break

8:15/8:20 TA reports to am teacher no later than 8:20

TA will no longer take break in middle of day because she is taking it in the morning.

TA will report to am teacher to check make sure she does not need anything before pulling tutoring groups at 8:30.

Teachers will retype and print new schedule with adjustments.

On late arrival days, TA will follow the normal times on original schedule.

* Concern on length of time to complete tutoring and snack pick up in the morning.
  + Discussed with TA that she is to keep her tutoring group only 30 mins. If she finishes early, it is okay, she will report back to her classroom.
  + TA will no longer pick up snack. Two students from Mrs. Dicks class will pick up snack.
* Teachers utilizing TA when she is in the classroom.
  + If they need a copy made, let the TA make it rather than TA staying the room while teachers goes to make a copy. That way teacher instruction will not be interrupted.
  + Teachers be mindful of TA scheduled time to be with them and have tasks for TA to work on. If teacher does not have anything waiting for TA, TA will take the initiative to ask for or find a way to assist teacher. If teacher does not need TA during that time, please allow TA to check with other two teachers to see if she can assist with them.
  + Teachers will allow TA to begin working more with individual groups and individual students.
* Teachers concern with TA not completing tasks correctly.
  + TA will ask teachers to clarify or explain to her again if she is unsure of how to complete the task/instructions instead of taking it without understanding it all the way.
* Everyone will work on communicating with each other.
* Mrs. Pearce will follow-up on how to complete rating on question one, “assists teacher with consistent use of instructional strategies with use of small groups, individualized instruction, and accommodations for special needs students”. Teachers did not feel they should mark “at Standard” or “Above Standard” because it has not been happening. Partly due to teachers not giving opportunities and the other part due to TA not taking initiative to do. There is not a rating to address this.